

MEMORANDUM

TO: UCF Arecibo Observatory Employees

FROM: Human Resources

SUBJECT: 2021 Holiday Observances

The University of Central Florida Arecibo Observatory location will observe the following days as paid holidays during 2021:

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| • New Year's Day | Friday, January 1 |
| • Three Kings Day | Wednesday, January 6 |
| • Good Friday | Friday, April 2 |
| • Memorial Day | Monday, May 31 |
| • Independence Day | Monday, July 5 (Observed) |
| • Labor Day | Monday, September 6 |
| • Veteran's Day | Thursday, November 11 |
| • Thanksgiving Day | Thursday, November 25 |
| • Day after Thanksgiving | Friday, November 26 |
| • Christmas | Friday, December 24 (Observed) |

**Additional days may be announced by UCF's President later in the year.*

**Election Day is not a paid holiday. University Regulation UCF-3.040 allows for up to one hour of administrative leave for the purposes of voting.*

To be eligible for holiday pay, an employee must be in "active" pay status either by having worked or used leave for 50 percent of his/her scheduled work day immediately prior to the holiday. "Active pay status" means that the employee must either be working or using approved annual or sick leave to compensate for hours not worked. If the employee does not have sufficient accrued leave to use, the holiday will be unpaid.

Employees who are scheduled to work but call in sick on the day before a holiday, may be required to present a physician's statement to substantiate the illness prior to authorization for payment of the holiday.

Employees on leave without pay or in a non-pay status on the scheduled workday immediately prior to the holiday are not eligible for holiday pay.

Eligible, full-time employees will receive a maximum of 8 hours for each holiday, regardless of the days or hours which constitute the workweek. Eligible part-time employees will receive the pro-rated hours based on their work week.

In the event that an employee wishes to extend time off in conjunction with a company-paid holiday, the employee should ensure the time is requested and approved.

If you have any questions regarding Timesheet completion or recording, please contact Arecibo Human Resources.